

# MAIN HRS

## *DCDS Reports*

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### **Timekeeper Reports - G** **HR-332A - Time and Attendance Summary Report**

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<b>Purpose:</b>	The Time and Attendance Summary report provides summary information on all time that was reported for a TKU for a pay period. The minimum required entry is department, agency, TKU, and pay period end date.
<b>Frequency:</b>	As requested (after timesheets for the requested pay period have been saved or submitted). If requested before timesheets have been submitted, fields will be blank.
<b>Distribution:</b>	The report is available to DCDS users who have been granted the appropriate security.
<b>Sequence:</b>	Department, Agency, TKU, Employee Name
<b>Media:</b>	Displayed on-line or the report may be printed.
<b>Retention:</b>	Per Department Policy. Information is available on-line for one fiscal year.
<b>Information:</b>	<p>A. The TA Summary screen is accessed through the <u>R</u>eports, <u>T</u>imekeeper, <u>G</u> - TA Summary items on the menu. Select the TA Summary radio button on the report request window.</p> <p>B. The following detail is displayed:</p> <ul style="list-style-type: none"><li>■ Name</li><li>■ Social Security Number (SSN)</li><li>■ Standard (Std) Hours</li></ul>

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*State of Michigan*

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# MAIN HRS

## *DCDS Reports*

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### **Information:** *(Continued)*

- Permanent Intermittent (PI) Average Hours
- Appointment (Appt) Date
- Union Code
- Plan Code
- Exempt (Fair Labor Standards Act) – Y-Not Eligible, N-Eligible, Y\*-Eligible on an Exception Basis
- Hours Type
- Summary hours for each hours type
- Totals for Department/Agency/TKU
- Timekeeper Signature
- Certifier Signature

C. Summary hours are provided for each employee for the pay period.

D. To print a copy of the report, select File and click on the Print menu items. The Print window will display, click the OK button. The report will print at the designated printer for that PC.

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*State of Michigan*

# MAIN HRS

## DCDS Reports

DCDS

File Edit Options Functions Params Reports Window Help

Report Request

TA Summary

Department: 59

Agency: 01

TKU: 601

PP End Date: 9/20/97

☒ TA Summary Report

☐ Time Entry Report (Used in Data Collection)

OK Close

Ready

### Report Request Screen

To display the Report Request screen for the Time and Attendance Summary report, select the Reports menu item from the Menu bar and click on the Timekeeper menu item. From the cascading menu, click on G - TA Summary menu item. The Report Request screen allows users to enter the appropriate criteria to request the TA Summary Report.

Enter the Department, Agency, TKU and Pay Period End Date. To select all TKUs, click on **AL** from the TKU dropdown. Click the TA Summary Report radio button to indicate which report to display. When the appropriate information has been entered, click the OK button.

The Report Pre-View screen displays the report on-line. The printed report is displayed on the next page in which all fields can be viewed.

State of Michigan

# MAIN HRS

## DCDS Reports

### HR-332A - Timekeeper Time and Attendance Summary Report

DCDS 03.03.01 - [Report Request]

File Edit Options Functions Params Reports Window Help

Report Pre-View

HR - 332A

MAIN Human Resource System  
Time and Attendance Summary Report

Department: 59 Transportation  
Agency: 01 TRANSPORTATION CENTRAL OFFICE  
TKU: 001 AERONAUTICS

Name: ADBUL, CHAUNCEY SHEHADEH SSN: 590-10-7036 Std Hours: 80.0 PI Avg Hours: 0  
Union Code: Y23 Plan Cod

REG1	OVT1	HOT1	DBT1	REG2	OVT2	HOT2	DBT2	REG3	OVT3	HOT3	DBT3	ANLV	SKLV	BDAY	CMPU	SCHL	ILG	UNO1	UN
32.0																			
FMLA	FMNP	FMAL	FMSL	FMPS	FMCM	FMDf	NOPY	CMPE	CALL	SPCP	SPCR	SPCC	HOL1	HOL2	HOL3	JUR1	JUR2	JUR3	MI

Name: ALASHARI, LIA JO SSN: 590-10-1127 Std Hours: 80.0 PI Avg Hours: 0  
Union Code: Y51 Plan Cod

REG1	OVT1	HOT1	DBT1	REG2	OVT2	HOT2	DBT2	REG3	OVT3	HOT3	DBT3	ANLV	SKLV	BDAY	CMPU	SCHL	ILG	UNO1	UN
24.0																			
FMLA	FMNP	FMAL	FMSL	FMPS	FMCM	FMDf	NOPY	CMPE	CALL	SPCP	SPCR	SPCC	HOL1	HOL2	HOL3	JUR1	JUR2	JUR3	MI

State of Michigan

# MAIN HRS

## *DCDS Reports*

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### **Timekeeper Reports - G** **HR-332B - Time Entry Summary**

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<b>Purpose:</b>	The Time Entry Summary report provides summary information in the same format as the summary time entry screen in DCDS. This report is generally used for those agencies who enter time on summary basis and have the timesheet information transcribed to this report for entry by the timekeeper into DCDS. The minimum required entry is department, agency, TKU, and pay period end date.
<b>Frequency:</b>	As requested (after timesheets for the requested pay period have been saved or submitted). If requested before timesheets have been submitted, fields will be blank.
<b>Distribution:</b>	The report is available to DCDS users who have been granted the appropriate security.
<b>Sequence:</b>	Department, Agency, TKU, Employee Name
<b>Media:</b>	Displayed on-line or the report may be printed.
<b>Retention:</b>	Per Department Policy. Information is available on-line for one fiscal year.
<b>Information:</b>	<p>A. The Time Entry Report screen is accessed through the <u>R</u>eports, <u>T</u>imekeeper, <u>G</u> - TA Summary items on the menu. Select the Time Entry radio button on the report request window.</p> <p>B. The following detail is displayed:</p> <ul style="list-style-type: none"><li>■ Name</li><li>■ Social Security Number (SSN)</li><li>■ Standard (Std) Hours</li></ul>

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*State of Michigan*

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# MAIN HRS

## *DCDS Reports*

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### **Information:** *(Continued)*

- Permanent Intermittent (PI) Average Hours
- Union Code
- Plan Code
- Exempt (Fair Labor Standards Act) – Y-Not Eligible, N-Eligible, Y\*-Eligible on an Exception Basis
- Appointment Date
- Hours Type
- Summary hours for each hours type that appears on the DCDS Summary Time entry screens
- Totals for Department/Agency/TKU
- Timekeeper Signature
- Certifier Signature

C. Summary hours are provided for each employee for the pay period.

D. To print a copy of the report, select File and click on the Print menu items. The Print window will display, click the OK button. The report will print at the designated printer for that PC.

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*State of Michigan*

# MAIN HRS

## DCDS Reports

DCDS

File Edit Options Functions Params Reports Window Help

Report Request

TA Summary

Department: 59

Agency: 01

TKU: 601

PP End Date: 9/20/97

☐ TA Summary Report

☒ Time Entry Report (Used in Data Collection)

OK Close

Ready

### Report Request Screen

To display the Report Request screen for the Time Entry Summary report, select the Reports menu item from the Menu bar and click on the Timekeeper menu item. From the cascading menu, click on G - TA Summary menu item. The Report Request screen allows users to enter the appropriate criteria to request the Time Entry Summary Report.

Enter the Department, Agency, TKU and Pay Period End Date. To select all TKUs, click on **AL** from the TKU dropdown. Click the Time Entry Report radio button to indicate which report to display. When the appropriate information has been entered, click the OK button.

The Report Pre-View screen displays the report on-line. The printed report is displayed on the next page in which all fields can be viewed.

State of Michigan

# MAIN HRS

## DCDS Reports

### HR-332B - Timekeeper Time Entry Summary

DCDS 03.03.01

File Edit Options Functions Params Reports Window Help

Report Request

Report Pre-View

HR - 332B MAIN Human Resource System Run Date: 08/21/2001 11:03:49  
Time Entry Summary Report Page 1 of 28

Department: 59 Transportation Pay Period End Date: 08/18/2001  
Agency: 01 TRANSPORTATION CENTRAL OFFICE Pay Period No: 18  
TKU: 001 AERONAUTICS

Name: ADBUL CHAUNCEY SHEHADEH SSN: 590-10-7036 Std Hours: 80.0 PI Avg Hours: 0  
Union Code: Y23 Plan Code: Exempt: Y Appt Date: 06/30/1985

REG1	OVT1	HOT1	DBT1	REG2	OVT2	HOT2	DBT2	REG3	OVT3	HOT3	DBT3	CMPE	CALL
77.0													

ANLV SKLV BDAY CMPU ILG SCHL ADM1 UNO1 FMLA NOPY SPCP SPCR SPCC P MI

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Name: ALASHARI, LIA JO SSN: 590-10-1127 Std Hours: 80.0 PI Avg Hours: 0  
Union Code: Y51 Plan Code: Exempt: N Appt Date: 07/15/1984

REG1	OVT1	HOT1	DBT1	REG2	OVT2	HOT2	DBT2	REG3	OVT3	HOT3	DBT3	CMPE	CALL
72.0													

ANLV SKLV BDAY CMPU ILG SCHL ADM1 UNO1 FMLA NOPY SPCP SPCR SPCC P MI

8.0													
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State of Michigan